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April 13, 2020

Katelyn Milius
Acting Director of Planning & Development
City of Lakewood
12650 Detroit Avenue
Lakewood, OH 44107

RE: Technical Assistance with Development Projects

Dear Ms. Milius:

On behalf of Project Management Consultants ("PMC"), we are pleased to provide the City of Lakewood ("Client") with this engagement letter extension for the provision of financial support services, described below, in connection with technical assistance with various Development Projects and technical assistance on economic development ("Project").

Financial Services Support

PMC Financial Services would continue to provide technical assistance to the City of Lakewood. Our scope would include the following:

- Assist the City in evaluating financing structures and incentive requests made by developers for potential projects.
- Attend Lakewood City Council and Committee meetings as needed.
- Identify additional local, state and federal government grant and loan programs which may be utilized by the City of Lakewood or for developers interested in a project in the City of Lakewood when directed by the City of Lakewood
- Provide an analysis of any particular Lakewood project versus other projects in the region.
- General economic development assistance for projects that include job creation and job retention.
- Other research and technical assistance as needed regarding projects identified by the City of Lakewood.

PMC
3900 Key Center
127 Public Square
Cleveland, OH 44114-1291
T 216.566.5881
F 216.566.5800

Consulting Services

- Project & Risk Management
- Owner's Representation
- Partnering Facilitation
- Public & Private Financing

Tracey.Nichols@aboutPMC.com Fax: 216.566.5800 Phone: 216.566.5825

12058829.2



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PMC will coordinate communications with Client to include reports and meetings as needed.

Engagement Terms

PMC proposes a not-to-exceed \$5,000 contract commencing February 22, 2020. PMC services for this contract will be billed on an hourly basis and billed monthly. The engagement term may be extended for additional funds upon the mutual written agreement of the parties.

Tracey Nichols will provide services under this engagement services will be billed at a rate of \$290 per hour. Additional billed expenses shall be restricted to the actual cost, without markup, of any required travel as well as document reproduction or other related services necessitated by the engagement. Notwithstanding the foregoing, either party may terminate this engagement upon ten (10) days prior written notice. Neither the terms nor the scope of this engagement shall be modified or changed except upon the prior written agreement of both parties. Normal and customary out-of-pocket third party expenses incurred in the furtherance of the engagement will be billed to the Client at PMC's actual cost.

The liability of PMC and any of its officers, directors, board members, employees or agents arising out of this engagement shall not exceed PMC's total fees paid under this agreement. Without limiting the generality of the foregoing, in no event shall PMC be liable for any consequential or indirect damages. All disputes arising under this engagement shall be resolved by either mediation or arbitration. If the financial support services (described above) include the procurement of any source of funds, grants or loans, then it is understood and agreed that PMC does not warrant or guarantee that any of the foregoing sources, grants or loans will ultimately be obtained, and Client waives any claim, damage, or expense or other remedy against PMC arising from the failure to procure any such source, grant or loan, unless such failure resulted from the gross negligence, bad faith or willful misconduct of PMC.



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Conclusion

We trust that this proposal is in keeping with your financial services support needs and presents terms that you will find acceptable. PMC believes it can bring significant value to your efforts and work as an integral part of your team to achieve your financing objectives. If these terms are acceptable, you may enter into this engagement by signing the acknowledgment below.

Sincerely,

Tracey A. Nichols
Director, Finance Services

Jeffrey R. Appelbaum
Managing Director

Acknowledged and Accepted by:

City of Lakewood

By: Kim E. Deyarmin

Name: Kim E. Deyarmin

Title: Purchasing Manager

Date: 04-20-2020

Approved as to legal form.
Yennifer M. Swellens
Asst. Law Director



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-20-111

April 20, 2020

Board of Control
City of Lakewood, Ohio 44107

Subject: Amend Contract – Professional Services Contract – Re: Financial Support & Economic Development Services

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Planning & Development, and the attached letter of recommendation, I am submitting for your consideration this request to amend a Professional Services Contract to **Project Management Consultants (PMC)** in the amount of **\$5,000** to assist in evaluating financial structures and incentive requests, and identifying varying local, state & federal government grant & loan programs that may be utilized for development project proposals throughout the city. Contract award with Project Management Consultants now totals **\$20,000**.

Contracting Authority:	Ordinance 34-19 \$4,400,000
Contracting Balance:	\$4,378,000 / \$4,373,000
Funding:	General Fund
Account Distribution:	101-7001-461-30-10 \$20,000
Account Balance:	\$8,150 / \$3,150
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Professional Services
Commodity Code:	349-000
Bid Reference:	Professional Services

Kim Deyarmin
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Roman Ducu, Director of Public Works		_____	<u>4-20-20</u>
Brian T. Corrigan, Director of Law		_____	<u>4/20/2020</u>
Peter Rancatore, Director of Finance		_____	<u>4/20/2020</u>
Meghan F. George, Mayor	<u>MH</u>	_____	<u>4/20/2020</u>